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та природокористування

Міністерство освіти та науки України

**Національний університет водного
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Кафедра іноземних мов та українознавства

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мовлення з дисципліни «Іноземна мова
/англійська/» для студентів інженерних
спеціальностей**

(Частина II)

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5. TECHNOLOGY, MATERIALS AND TOOLS

➤ *What do you understand under the term technology? Which materials do you know? Do you know the differences between solids and liquids? What is an alloy? Do you have any idea how tools are divided? Have you ever heard about the lathe?*

5.1. TECHNOLOGY

Technology is the knowledge of tools and crafts. Technology can refer to machines, hardware or utensils, but can also encompass broader themes, including systems, methods of organization, and techniques. The term can either be applied generally or to specific areas: examples include construction technology, medical technology, or state-of-the-art technology. Recent technological developments, including the printing press, the telephone, and the Internet, have enabled better communication. Unfortunately not all technology has been used for peaceful purposes; the development of weapons of ever-increasing destructive power has progressed throughout history.

Activity 1. Below you have some of the amazing discoveries and achievements of modern times. Match the names on the left with the definitions on the right:

1. modem	A) a machine which records and plays back sound
2. photocopier	B) a camera which records moving pictures and sounds
3. fax machine	C) a machine which records and plays sounds and pictures
4. tape recorder	D) a machine which makes copies of documents
5. camcorder	E) a machine which acts like a person
6. robot	F) a machine which makes copies and sends them down telephone lines
7. VCR	G) a piece of equipment, necessary to have Internet connection

1. G 2. ___ 3. ___ 4. ___ 5. ___ 6. ___ 7. ___

Activity 2. Match each problem with a solution:

1. This wall is very dirty.	A) It needs recharging.
2. The window hinges squeak.	B) They need servicing.
3. The car's battery is dead.	C) It needs tightening.
4. The car seat is too far back.	D) They need oiling.
5. My two cars both make funny noises.	E) It needs adjusting.
6. This screw doesn't hold the shelf properly.	F) It needs painting.

1. F 2. ___ 3. ___ 4. ___ 5. ___ 6. ___ 7. ___

Activity 3. Underline the correct word in the sentences below:

Don't touch that. The wire is *live/lively/living*.

I can't use this electric drill; the lead/wire/plug isn't long enough.

There were no lights in that house. Their cable/fuse/safety probably went out.

This gadget is powered by a tiny electric engine/motor/machine.

Most appliances in Britain are fitted with a three point cable/plug/socket.

Activity 4. Make a list of things that can get or go:

rusty	blocked or clogged	torn
bent	cracked or broken	flat
dirty	blunt	scratched

e.g. go stained

Activity 5. Which inventions are described below?

If you want to get up at a certain time, this will wake you with different ringing sounds. *An alarm clock*

If you need to get somewhere in the city, this is the best way as you avoid traffic jams. It also doesn't pollute.

If you need or want to talk to someone, you just press a few buttons.

If you want to communicate with someone on the other side of the world, you can send them an e-mail with the help of this.

If you want to know the time, you just have a look at this. It can also be a fashion item.



Activity 6. Can you think of more appliances, gadgets or machines that have dramatically changed our world? Increase your knowledge of vocabulary by reading articles of general science in technology (you shouldn't have problems finding one on the WWW).. Present at least 20 new words that you have learned this way.

5.2 MATERIALS

There are different materials that we come across on daily basis. Material is synonymous with substance, and is anything made of matter – hydrogen, air and water are all examples of materials. Sometimes it is used more narrowly to refer to substances or components with certain physical properties which are used as inputs to production or manufacturing. In this sense, materials are the pieces required to make something else, from buildings and art to everyday products, such as computers. A material can be anything: a finished product in its own right or an unprocessed raw material. Raw materials are first extracted or harvested from the earth and divided into a form that can be easily transported and stored, then processed to produce semi-finished materials. These can be input into a new cycle of production and finishing processes to create finished materials, ready for distribution, construction, and consumption. They are divided in different ways: nature, artificial, solids and liquids or fluids, each of them having certain properties.

Activity 1. Which of these materials do you know? Do you know the meaning of the properties listed?

Iron: heavy, stiff, hard, rigid, rough, non-combustible, brittle, not very corrosion-resistant

Steel: light, stiff, tough, malleable

Aluminium: light, soft, ductile, conductive, highly corrosion resistant

Rubber: flexible, soft

Concrete: rough, hard, non-combustible

Oil: oily, thick, combustible, viscous

Wood: soft, combustible, rigid

Glass: brittle, breakable, transparent, clear

Plastics: tough, good insulator, durable, wear-resistant, stiff

Activity 2. Work in pairs: write a list of some things that can be made of:

e. g. steel: *products for big kitchens (for cooking), doors, vaults...*

silk	wax	rubber
cardboard	silicone	cotton
gold	glass	aluminium

Activity 3. Match these adjectives to their meaning:

1. transparent	A) able to last a long time
2. porous	B) hard, but easily broken
3. durable	C) easy to bend without breaking, flexible
4. brittle	D) light can pass through
5. dense	E) has many small holes that allow water and air to pass through
6. pliable	F) has a high mass to volume ratio
7. translucent	G) clear, allows to see through it

1.G 2. — 3. — 4. — 5. — 6. — 7. —

Activity 4. Complete the sentences about materials and their properties:

shatterproof, light, corrosionresistant, durable, elastic, natural, rigid, flammable, malleable, heat-resistant

Wood is very often used in interiors because it looks *natural* and warm. Aluminium and magnesium are important for car makers because they are and therefore good for weight-saving. Safety regulations require that the foam used in car seats shouldn't be Rubber should be able to withstand great temperature differences while staying In other words, it shouldn't become brittle. Windscreens are made of a special glass to protect drivers in accidents. Fabrics used in cars need to be and not look old too quickly. Steel is used for load-bearing parts because it is Sheet metal is used for large car parts because it is and dent-resistant. Ceramic, which is , is used in catalytic converters because of the very high temperatures. Aluminium is ideal for bumpers and other body parts because it is

Activity 5. Complete the sentences below by using one of the following words: *boils, evaporates, burns, stretches, dissolves, contracts, crashes, sinks, ignites, bursts, rusts, condenses, freezes, fades, floats, bounces, softens, freezes, expands, shrinks.*

When you heat metal, it *expands* and if you cool it, it *contracts*. If you leave iron outside in the rain, it If you wash your T-shirt in too hot water, it and the colour Water at zero degrees Celsius and at 100 degrees. Steam if it comes in contact with very cold glass. Water if you leave it in the sun. If you need something from the freezer, take it out one day earlier and put it in the fridge so it slowly. Don't put it back again. If it one more time, it can be harmful for your health. A spark from the engine the fuel. If you put sugar into your tea and mix it gently, it If you pull this rubber band, it If you drop the ball, it off the floor. If you overload your laptop, it and you need an expert to fix it. If a balloon gets in contact with a cactus, it The candle for many hours before it goes out. If you throw a stone into the sea, it , but if you throw a wooden plank, it

Activity 6. Find at least three different materials for these properties:

It can be burned. It's extremely hard. It's brittle. It's durable. You can't stretch it easily. It's non-combustible. It's a good insulator.

e. g. It's very light. *Wood, plastics, paper*

5.3 TOOLS

➤ In your work life you will come across many different tools, from **hand tools** (such as: *a hammer, screwdriver, pliers, vices, wrenches*; **measuring tools**: *squares, callipers, levels*; **cutting tools**: *saws, chisels, punches, snips*; **finishing and repairing tools**: *files, scrapers*; **boring and drilling tools**; **fastening tools**: *bolts, rivets; cutters...*) to various **machine tools** (*lathe, drilling and boring machines, planning and shaping machines ...*).

Activity 1. Match the descriptions with the tools/instruments/ machines (or their parts) and decide which professionals might use them:

lathe micrometer



pencil file

bulldozer jack

computer mouse knife

drill ruler

Part of the machine that helps you search the Internet. *Computer mouse*

A machine used for excavation work.

A metal tool with a rough surface.

An instrument consisting of a thin stick of graphite enclosed in a piece of wood.

A device for lifting heavy weights of the ground.

A small hand tool that is used for cuts.

A measuring instrument used to measure very small distances in metal.

A tool or a machine for making holes.

A tool for measuring, made of wood or plastic.

A machine that shapes pieces of wood or metal.

Activity 2. Complete each sentence with the appropriate tool, choose between: *axe, file, scissors, spade, hammer, saw, screwdriver, spanner, drill, knife, pliers*:

You can make these edges smoother with a *file*.

I can't open the back of television without a special

You can cut that wooden plank in pieces with this

For twisting electrical wires you will need

The good thing about this is that it has a very sharp blade.

We could chop the wood for the fireplace if we had an

I am going to bury that dead bird. Where is the ?

Oh dear? I've hit my finger with the It really hurts.

You will not be able to make a hole without a special

If you want to wrap that present, you will need the to cut the wrapping paper.

These nuts are very difficult to undo. I might need a larger

Activity 3. Read this story about a tool manufacturer and then answer the questions below:

Astor Industrial Corp. has been in the international trading business since 1979. While we specialize in hand tools, electrical items, and

hardware, we are also active in a variety of other industries providing OEM solutions to our customers. We also provide Engineering Solutions and our engineers can assist you in your new product development.

Astor acts as a sourcing agent for our customers and provides an easy gateway to Asian suppliers in various industries. With facilities in Taiwan, Hong Kong, and China, **Astor** has a good network of suppliers who can fulfill all of your requirements. Our experienced staff can perform, Factory Audit, Contract Negotiations, Shipment Arrangements, and Inspections for you. Creating great savings in time and money for your company! Please take a look through our website to see a sample of the products we offer. Please keep in mind **Astor's** products is not limited to the items on our website. Send us any inquiries you wish for us to investigate and we will be happy to assist you. We thank you again for your time and hope to be working together in the near future!

Contact Information

Company Name:

Contact Person:

Phone:

Fax:

When was Astor Industrial Corporation established? *It was established in 1979.*

What do they specialize in?

Who can assist you in your product development?

Where can you find their subsidiaries or contacts?

Why can their offer help you save money?

Are all their products shown on their website?

5.4 THE PASSIVE VOICE

Activity 1. Read these sentences and decide whether they are active or passive:

This is where the crash tests are carried out. *passive*

We use crash-test dummies to measure the injuries.

Side air bags can prevent a lot of serious head injuries.

But a lot of side bags are not designed to protect smaller passengers.

These tests are expensive to set up and carry out, but they can save a lot of lives.

Over 40,000 people a year are killed in traffic accidents in the USA only.



Boxes should never be lifted manually.

A fork-lift is much safer than manual lifting.

My new set of tools was made in China.

Activity 2. Put these two stories into the Passive Voice:

1.

If there is a vacancy we usually advertise it in-house first of all, and if I don't find any suitable candidates, then we advertise the job in newspapers. We ask the applicants to send their CVs and we invite some of the candidates to an interview. After that, we make a list of suitable candidates and ask some of them back for a second interview. We choose the best candidate and then I check his or her references and if everything is OK, we offer the successful applicant the job.

A vacancy is usually advertised in-house first and if no suitable candidates are found, the job is advertised in newspapers.

2.

Thieves held the manager of the Ridgeway Hotel at gunpoint last night during a robbery in which they took nearly \$50,000 from the hotel safe. They also broke into several of the bedrooms and removed articles of value. The thieves made their escape through the kitchen where they damaged several pieces of equipment. They injured the chef when he tried to stop them and left him lying unconscious on the floor. But they didn't enjoy in their money long because the police arrested them this morning.

5.5. COUNTABLE AND UNCOUNTABLE NOUNS

When talking about different materials and tools we also need to know whether these nouns are countable or uncountable. In English most nouns are countable and have singular and plural forms: these are the names of separate objects, people, ideas and can be counted (a book – books, a box – boxes, a watch – watches, an idea – ideas, an engineer – engineers, a child – children, a man – men, a mouse – mice ...) but there are also a lot of uncountable nouns which are the names of materials, liquids, abstract qualities, collections and only have singular or plural forms (meat, sugar, water, steel, carbon, money, luggage, paper, information – pliers, glasses, scissors, binoculars, jeans, clothes, police, handcuffs ...). Sometimes the same noun can be both, countable and

uncountable (Glass is a fragile material. There are four glasses on the table. I need glasses for reading.)

Activity 1. Sort these nouns into two groups: one for countable and the other for uncountable (some may be both):

tip, trip, clothing, work, glass, case, baggage, fact, news, research, job, advice, travel, accommodation, chocolate, costume, equipment, spaghetti, stone, rubber, athlete, patience, tea-bag, concrete, coal, braces, traffic-lights, knife, iron, rain, hair

countable: trip,

uncountable: tip,

Activity 2. Are the sentences below correct or wrong? If they are wrong, correct them.

I've just heard a wonderful news. *I've just heard (some) wonderful news.*

I need an pen. Can I borrow yours?

The contents of the house were sold after his death.

Physics were always my favourite subject.

I need scissor to cut this paper.

She has done some research on the life of dolphins.

The people who works there is very well-paid.

The police is looking for a suspect.

My knowledges in that area are very poor.

In the north of the country most houses are made of stones while in the south bricks are more common.

I have a new leather jacket.

This railing is made of irons.

Look around your house and try to find as many countable and uncountable nouns that you can.

5.6. EXPRESSIONS OF QUANTITY

When we talk about different materials and we want to express how much of them we need, we use different expressions of quantity, such as: some (We need some water to cool this tool.), any (We don't need any more raw materials at present.), a lot of (There's a lot of valuable steel available.), much/many/more (How much time do we need to finish this project? There are many engineers involved in this project.), several (We



need several new machines to modernise our production.), every/each (Every engineer should know about this new invention.), a huge amount of (We require a huge amount of plastic to pack all of our finished products.), all/whole (The whole company will benefit from this improvement.), no/none/not (They invested no money in the modernisation, so they were not competitive anymore.), a little/a few (We need a little more time. A few of our workers are on sick leave.), something/somewhere/someone/noone/nobody/nowhere/nothing/anything/anybody/anywhere

/everybody/everything/everywhere (I need somebody to help me. Something came up. There's nothing we can do. I couldn't find it anywhere.), both (Both our partners declared bankruptcy.), half (We will invest half of our profits into buying new premises.)...

Activity 1. Fill in the missing expressions of quantity:

Did you make *any* progress at the meeting?

Shall I send you samples of our latest fabrics?

We only made money on this product so perhaps we should start phasing it out.

I met potential customers at the trade fair.

..... has used my files and now I can't find

..... told me that this information is confidential.

I'm sorry to hear that went wrong on your trip to Barcelona.

The flood caused damage in our warehouse.

..... person involved in this project should do their best.

Managers spend more than of their work time at meetings.

Do you have any idea how material do we still have on stock?

6. INFORMATION TECHNOLOGIES AND COMPUTER SCIENCE

➤ *Do you have a computer at home? Can you imagine life in the modern world without them?*

What effects do computers have on you in your daily life?

Information systems collect, organise, store, process, retrieve and display formats. Information technology enables easier work, more detailed processes and fast communication. We all know that computers have hardware which does all the physical work the computers are used for (CPU – central processing unit, printer, graphic card, keyboard,



monitor, mouse, RAM – random access memory, scanner, modem ...) and software which are instructions for the computer and without which the computer as such is just a useless machine as it cannot function (in Slovenia it's usually Microsoft programmes such as Windows).

- *Draw and describe your own computer.*

Activity 1. Complete the sentences below with the missing expressions, choose between:

icon, website, cursor, mouse, download, reboot, highlight, paste, engine, copy:

1. If you are writing something, the text appears at the position of the flashing *cursor*.

2. If you are unable to find the information that you are looking for on a , try typing out a key word in the search

3. If you want to transfer some text or a picture from one document to another, you can and

4. Sometimes it really takes a long time to something from the Internet.

5. If you want to open a certain document, just click on the appropriate

6. With all the viruses, worms and similar, your computer might crash. In that case you might have to it.

7. If you want to a certain part of the text, hold down the left button and drag it over the text.

Activity 2. Complete this presentation with the missing expressions, choose from the following: *processor, integrated, battery, powerful, graphics, performance*

Incredibly fast graphics processing

MacBook Pro delivers both *powerful* graphics and long battery life. Every MacBook Pro features the NVIDIA GeForce 9400M graphics processor, which provides an outstanding everyday graphics experience with up to a 5x performance boost. Power your way through the latest 3D games – including Call of Duty and Quake – and enjoy improved performance with iWork '09, iLife '09, and everything you do in Mac OS X. The power-saving NVIDIA integrated also keeps you up and running throughout the day, with up to 7



hours of life on the 13- and 15-inch MacBook Pro and up to 8 hours on the 17-inch MacBook Pro.

Activity 3. Read this short message about corporate governance and then answer the questions below:

Message from Our Chairman

At Microsoft, success comes from our passion for creating value—value for customers, shareholders, and partners; value for our employees and the communities around the world where we do business. Underlying our success is an approach to corporate governance that extends beyond simple compliance with legal requirements. I believe that corporate governance must provide a framework for establishing a culture of business integrity, accountability, and responsible business practices. Strong corporate governance at Microsoft starts with a Board of Directors that is independent, engaged, committed, and effective. Our Board establishes, maintains, and monitors standards and policies for ethics, business practices, and compliance that span the company. Working with management, we set strategic business objectives, ensure that Microsoft has leadership that is dynamic and responsive, track performance, and institute strong financial controls. We believe in strengthening investor confidence and creating long-term shareholder value so we can continue to deliver technology innovations that provide opportunities for customers and for Microsoft.

Bill Gates, Microsoft Chairman

Who is Bill Gates? *He's the founder and the chairman of Microsoft, he's also one of the richest people in the world.*

What is the basis for the success of Microsoft?

What does corporate governance provide?

What are the characteristics of their Board of Directors?

What does it do?

What are some of the company's values or beliefs?

6.1. E-MAILS

With the explosion of information technology, we use more and more e-mails. E-mail is extremely convenient, with the click of a mouse, an e-mail can be sent to a colleague in the next office or a business partner at the other side of the world. Although you are probably more used to sending quite private e-mails to your friends, you will also have to learn



to write formal e-mails to your existing or potential business partners – you need to remember that you have to be polite and follow almost the same rules as for formal letters. E-mails tend to be less formal, but there are still some points we should consider: address messages carefully: we've all heard stories of messages being sent to unintended recipients: this may be funny, but also disastrous; remember that e-mail messages are not private: you must have in mind that every e-mail you send may be read by anyone and everyone else; remember that e-mails may be saved and used as a proof of certain communication.

10 Tips for office E-mail:

1. Carefully read e-mail and answer all questions, to avoid going back and forth.
2. Avoid sending confidential information via e-mail – make a phone call or ask to discuss sensitive issues in person.
3. Don't use text message or chat jargon unless it is widely used within your organization.
4. Include a brief greeting that is appropriate for status of sender. Also include a closing.
5. Watch the tone – remember no body language can be interpreted, only your words.
6. Use spell check and read message for errors before sending.
7. Respond promptly; if you cannot respond at the time, indicate that you will do so later.
8. Use proper colour, fonts, layout, and formatting (those that fit with your work environment).
9. Avoid “casual speak” or slang; use abbreviations wisely.
10. If you e-mail back and forth three times, and the problem is not resolved, pick up the phone.

➤ *Look at this example of a rather formal e-mail:*

I. Read this e-mail and then answer the questions below:

Dear Mr. Philtre,

Thank you for your e-mail and for sending me the specifications.

I have no idea if that is possible but I would like to discuss them in person so if you have any time until the end of the week, we should try to arrange a meeting. Although I'm also quite busy I will try to work my obligation so I can adapt to your availability. This would be essential as we need to work out the detail for the production line.



I hope to hear from you very soon.

Best wishes,

Tom Young

Activity 1. You received this e-mail from your customer. Complete it with the right words, choose from: *appreciate, attachment, forward, received, delivery, possible, sending, order, unfortunately, writing*

From: pierre@sr.g.fr

To: francis.brown@dillinger.co.uk

Subject: Order no. 7H325K

Dear Mr. Brown,

I'm *writing* to you because of the problem with the delivery which we from you last week. The was 1,000 dash panels., 50 boxes that arrived were empty. Can you send us the missing items as soon as ? We would also it if you could look into the problem to make sure this does not happen again. I'm you a scan of the note as an

I look to hearing from you soon.

Best wishes,

Juliann Pierre

Activity 2. Use the following words and phrases to complete the e-mail: *I'm attaching, Is there, It would also be good, Please confirm, Thank you so much, There will be, Could, Would you like:*

Dear Mrs. Anniston,

Thank you so much for the project outline. we discuss the specifications of the main unit at your earliest convenience? to discuss the schedule. to have a conference call (you, me and Brad Cooper)? a convenient time at the end of this week, Friday preferably? a draft budget. some changes when we agree all the specifications, of course. that you've received this message so I can make further arrangements.

Best regards,

Samantha Cook

Name some abbreviations (and explain them) that you use when communicating with your friends.

7. HEALTH AND SAFETY AT WORK

➤ *Have you ever worked? Was it in a dangerous environment? Did you have to follow any special regulations? Have you ever passed any kind of exam on health and safety at work? How did it look like – just theory or also a practical part? What did you learn?*

Safety and health is an area concerned with protecting the safety, health and welfare of people engaged in work or employment. The goal of all occupational safety and health programs is to foster a safe work environment. As a secondary effect, it may also protect co-workers, family members, employers, customers, suppliers, nearby communities, and other members of the public who are impacted by the workplace environment. The average person finds it difficult to assess risks and that is why work practices need to be regulated. Safety in the workplace is critical to the success of your business, no matter what size it is. As a business owner you have responsibilities regarding health and safety in your workplace. Even if you don't have any employees, you must ensure that your business doesn't create health and safety problems for your customers and the general public. Knowing and understanding the Occupational Health and Safety laws can help you avoid the unnecessary costs and damage to your business caused by workplace injury and illness. There are many examples of dangerous activities at your workplace, such as welding without goggles, working at a construction site without the protection of a hard hat, working in noisy environments without ear plugs or mufflers, working in production with different possibly hazardous materials without protective gloves and/or clothes, smoking near inflammable substances... There are different risky or hazardous situations, such as: combustion, contamination, dust, the possibility of explosion, poisonous fumes, gas leakages, toxic vapors, the danger of electrical shock ... which can all have effects on us and can cause lethal or very serious damage to our body (for example: vomiting, dizziness, burns, birth defects, cancer, genetic damage). All around risky environments or materials there are warning signs that people have to take seriously.

➤ *Try to find some warning signs and explain them.*

Activity 1. The person in charge of health and safety is trying to explain the rules and regulations to the new employed workers. Complete what he says by filling the blanks with the missing



expressions. Choose from: *noise, protection, drowsiness, dust, accidents, smoke, poisonous, fumes, risks, burns, goggles, safety, masks, plugs:*

New government regulations mean that we are all required to be more aware of *risks* in the workplace. As your superiors we will provide you with the necessary equipment. You have to wear to protect your eyes when working on the welding machines. You should also wear ear because the from the machines is so high that it could damage your hearing. There is also a lot of in the air, so don't forget to wear to stop you breathing it in. You are also personally responsible for your safety and for preventing to happen. We also have a possibility of fire here. Remember that it is extremely dangerous to near the chemical storage. That is why, we have a no-smoking policy not just inside the company but also in its proximity. I'm sure you are aware that chemicals are very so they must never enter your mouth. They could cause if you get them on your skin. If you forget to put the lid on, might escape and cause headaches, or dizziness.

Activity 2. Read this report, complete the safety rules and then answer the questions below:

Accident with a ladder Jason had an accident yesterday and he cut his head badly. He is in hospital now. This is what happened: he took a metal ladder from the storage and carried it into the machine shop. Then he put it onto some boxes next to the main door of the workshop (which was closed but not locked) and climbed the ladder. While he was repairing the electric cable, someone opened the door and walked into the workshop. The door hit the ladder and it fell over. Jason fell from the ladder onto the floor. He landed on his feet, but there was some oil on the floor and he slipped and cut his head on the drilling table.

SAFETY RULES

- a) Wet or oily floors must be *cleaned* before a ladder is *put up*.
- b) Metal ladders should never be used for work.
- c) When you a drilling machine, always have the work-piece in a vice.
- d) When the ladder is near the door, it must be
- e) The ladder must never be on boxes or drums.



f) Never a bare electric when the electricity is on.

Now answer these

Which of the above rules did Jason break?

Where is he now and why exactly?

7.1. VERB PATTERNS

There are certain rules when we use the gerund and the infinitive, let's mention just a few. The gerund or the -ing form is used as the subject or object of a sentence (Working in this company is very rewarding. She hates being criticised.), after certain verbs (I like travelling on business. I can't stand sitting in a meeting and doing nothing. He started producing this machine two years ago.), after prepositions (On hearing the good news everybody started clapping.), in set and idiomatic expressions (Paris is always worth visiting. It's no use crying over spilt milk.) Infinitive is used after certain verbs (He decided to retire. They want us to lower the prices. They offered to show us how to adapt the production line.), to express purpose (They bought new machinery to modernise their production.), after question words (I don't know what to do or where to start.), after expression too, enough (He was too young to become a manager. This isn't good enough to solve all our problems.), after adjectives (It's impossible to do anything about it now. It was difficult to follow his presentation.).

Activity 1. Describe how to do something by using a preposition (by, without) and the -ing form:

I loosened the nut. I didn't use the spanner. – *I loosened the nut without using the spanner.*

We got rid of the terrible smell. We opened the windows and made a draught.

She managed to separate the two stuck glasses. She didn't break them.

He built a nice bookcase. He didn't look at the instruction manual.

Activity 2. Complete these sentences by a suitable ending in -ing:

Thank you for *helping me when I was in such a difficult situation.*

I'm looking forward to

I'm thinking of



When I'm too tired I often feel like

Our clients often insist on

There's no point in, we'd better wait and do it tomorrow.

I'm afraid the manager is busy at the moment. Would you mind for a few minutes?

Activity 3. Fill in the missing infinitives:

Scientists in the Silicone Valley are hoping *to do* a little more about the problems an average consumer has with the computer.

Things are looking good for engineers as there are a lot of companies who want them.

I'm waiting here the visitors of the company and show them around.

We refused them as the quality of the delivered items was questionable.

He didn't have time so he asked me back later.

My friend encouraged me for the position.

They have invited me at the conference.

Activity 4. Fill in either the *-ing* form or the Infinitive:

Dear Mr. Brown,

Thank you for your letter of 25th March in which you stated that you were considering *placing* (place) an order of our superior cutting machine. We can arrange (supply) you with your order in 4 weeks' time. If you decide (go) ahead with the order, we will agree (give) you a 5% discount for payment within one month. You mentioned that you wanted (try) out the machine yourself. This shouldn't be a problem. Just contact us and we'll arrange when you can see the machine 'in action'.

Please do not hesitate (contact) me if you have any further questions.

I look forward to (hear) from you again soon.

Yours sincerely,

Peter Harrow

Managing Director

7.2. EXPRESSIONS WITH WORK, TAKE, GET, WORK, MAKE AND DO

English is a language that has many set phrases, collocations and idioms. We'll have just a quick look at some of them here. You can for example *take a break, take time, take notes, take a photograph, take someone's temperature, take a seat, take a job, take action, take size 39 shoes, take an exam, take the bus, take a free kick in football, take a bag, take somebody somewhere ...*

You can *work with something, work yourself free, work at, on, out, forward...*

You can *get out, get something, a good grade, punishment, an early retirement, a bad headache, angry, used to something, get on the bus, help, a promotion, fired ...*

You can *have a job, problems, ideas, an illness, an operation, experiences, children, no idea, a good time, a holiday, a meeting, a meal, second thoughts, some time off...*

You can *make a plan, a point, an excellent suggestion, your bed, a mistake, an offer, a cake, a habit out of something, a decision, a profit or a loss, someone's day...*

You can *do any kind of work (homework, housework, the dishes, the ironing, cooking, a job...), the shopping, someone a favour, nothing, well, aerobics or yoga, 50 km/h, drugs ...*

Activity 1. Complete the sentences with the correct form of *take, get, do, work or make*:

I'm going *to take* six months maternity leave after the baby is born.

His wife is not very well so he's going to a few days off.

I'm toying with the idea of an early retirement next year when I'm 59.

Have you out how to solve this problem, yet?

Hopefully she'll a promotion when her boss retires.

Would you a picture of us, please?

I always my bed in the morning.

I hope you a great time on your holiday.

She cooked lunch and he the washing up.

Many girls aerobics at the gym lessons.

Let's go out and out a good meal from that new restaurant.

If she doesn't start working harder, she fired.



I don't know where I'll go on holidays. I haven't any plans yet.

After finishing high school, he decided to a year off before going to university.

Come in and a seat.

..... mistakes is human, we all do it.

At the weekends I usually out of the house to meet my friends.

My plan and they agreed to do it my way.

I'm sick and tired of up so early, I'll have to find a nine-to-five job soon.

Someone crashed my car at the car park. That really me angry.

When my teacher explains something, I always notes.

After travelling all day, she a terrible headache.

I hate to ask you but could you me a favour?

8. AUTOMOTIVE

➤ Do you have a car? What make do you have? What would be your ideal vehicle?

8.1. VEHICLES IN GENERAL

A vehicle is a mechanical means of conveyance, a carriage or transport. Most often they are manufactured (e.g. bicycles, cars, motorcycles, trains, ships, boats, and aircrafts). Vehicles may be propelled or pulled. Vehicles that do not travel on land are called crafts, such as watercraft, sail craft, aircraft, hovercraft, and spacecraft. Land vehicles are classified broadly by what is used to apply steering and drive forces against the ground.

Activity 1. Do you know what these are: *a hatchback, a lorry, a road sweeper, a cab, a people carrier, a carriage, a bus, a sports car, a cross over, a van, an executive car, a bulldozer, a scooter, a tram, a towing vehicle, a road train, a refuse collection vehicle, a trailer?*

Activity 2. Choose the correct expression from the possibilities in brackets:

Most big cities were built long before the heyday of the private car. As a result they rarely have enough space for moving traffic or parked



vehicles and long queues of *stationary* (standing, settled, stationary, static) vehicles are a common sight. Indeed some cities end up being almost permanently (stuffed, saturated, crammed, suggested) during the day. Those that have a relatively free (flow, current, tide, flood) of traffic at non-peak periods of the day do not escape either. The (push, rush, hasty, hurry) hour of early morning or early evening can easily see traffic brought to a (standstill, hold-up, jam, freeze). The effects of exhaust (smells, odours, fumes, stinks) on air pollution in cities has been well documented. Buses might be seen as the solution, but they move slowly because of the shear (size, volume, breadth, depth) of other traffic, thus encouraging more commuters to abandon (civic, mass, public, popular) transport.

Activity 3. Match each person with one of the comments: *commuter, conductor, passenger, driver, traffic warden, hitchhiker, passer-by, pedestrian, steward.*

I'll bring you a drink in just a minute, Madam. *steward*

I've been waiting all morning at this roundabout for someone to stop.

.....
I was just walking down the street past the bank when I saw what happened.

I've spent the last half hour looking for a spot. It's hopeless.

I'll tell you when it's time to get off.

The sign clearly says two hours only and you've been here all day.

.....
It's just impossible to get across the road here. We need a subway.

.....
Do you think you could go a little slower? I'm a bit nervous.

This train is late every morning. It's been for years.

Activity 4. Fill the blanks with the appropriate word, choose from the following: *bonnet, run out, passengers, garage, galleys, mechanic, flight, ferry, boot, check, deckchair, delayed, departure lounge, train, way*

Yesterday John was supposed to take a *flight* from London to Paris. He got up very early, put his luggage in the of his car and tried to start the engine. It wouldn't start. John lifted the of his car but he



couldn't see what the matter could be. He immediately called his local to ask them to send a at once. Fortunately, the garage had a man free and he was with John in ten minutes. He quickly saw what the problem was. "You've of petrol," he said. John felt very foolish. "Why didn't I everything last night?" he wondered. Despite all this he got to the airport, checked in quite early and then went straight to the to read a newspaper while he was waiting. Soon he heard an announcement. "Passengers on flight BA 282 to Paris are informed that all flights to and from Paris are because of the heavy snowfall last night." "If only I had decided to go by", John thought. "It would probably have been quicker in the end and even if I sometimes feel sick on the across the Channel, it can be quite pleasant sitting in a on the deck, watching the seagulls and the other The on a ship seem to produce much better food than those on an aircraft, too."

Activity 5. Choose the best word from the brackets to fill the gap:

A hundred years ago, most people travelled *on* (by, on, with, to) foot, by train or on horseback. (Tracks, Lines, Ways, Railways) had made it possible to travel faster over long distances. Bicycles were also becoming (popular, invented, then, handlebars), after the invention of the air-filled (boot, brake, tyre, engine) which made cycling a lot more comfortable. Buses, trams and (metro, buried, underground, submerged) railways had also been invented and cities all over the world had traffic (blocks, sticks, knots, jams). There were very few private cars, and city (streets, pavements, lawns, carts) were still full of horses. What a difference a hundred years have (taken, done, made, got)! (Presently, Nowadays, Then, Later) we have got (more, them, motorists, used) to the problem of private cars, and some cities are so noisy and (even, polluted, so, poisoned) that in many places (vehicles, traffic, transport, trips) have been banned from the city centre. How will we be travelling in a hundred years' time? Perhaps (cars, by, even, transport) then there will be only personal helicopters. There may be no need to (have, transport, decide, commute) to work or school in the future, since everyone will have a computer at home. There might even be more people walking and horse-riding, for pleasure and (exercise, keep fit, energy, healthy).



8.2. CARS

An automobile or motor car is a wheeled motor vehicle used for transporting passengers, which also carries its own engine or motor. Most definitions of the term specify that automobiles are designed to run primarily on roads, to have seating for one to eight people, to typically have four wheels, and to be constructed principally for the transport of people rather than goods. However, the term automobile is far from precise, because there are many types of vehicles that do similar tasks.

Activity 1. Complete the sentences with the appropriate expressions, choose between: *bumpers, boot, bonnet, seat belt, indicator, aerial, logo, sunroof, windscreen wipers, tyres, badge.*

You open the *bonnet* to look at the engine.

The absorb small impacts in an accident.

Don't forget to retract the before using the car wash.

Can you put my suitcase in the, please?

When it starts raining, you need to switch on the

“What model is that?” “I don't know I can't see the from here.”

It is important to inflate the to correct the pressure for better fuel consumption.

The Mercedes star is a well-known

Open the and let some sun and fresh air into the car.

I wish all drivers would use their when they want to turn right or left!

Do not forget to fasten your, it can save your life in case of an accident.

Activity 2. Match words on the left with those on the right to find the exterior parts of the car:

1. head	A) wipers
2. rear	B) lights
3. exhaust	C) plate
4. front	D) cap
5. petrol	E) bumper
6. windscreen	F) mirror
7. wing	G) handle
8. door	H) pipe
9. number	I) lights

1. B 2. ___ 3. ___ 4. ___ 5. ___ 6. ___ 7. ___ 8. ___ 9. ___



Activity 3. Complete the story below with the appropriate expressions: *components, exterior, welded, data, quality, shell, assembly, wirelessly, schedules, date, shop, frame, specific, suppliers, rear.*

Almost every car is produced to the customer's *specific* requirements – a built-to-order car. As soon as a car is ordered and a delivery agreed, weekly and daily production are created and sent to outside and the company's own pre-assembly stations. This is to make sure that all the necessary arrive on time. First of all, a small carrier is attached to the floor pan in the body This data carrier contains all the customer's specifications and communicates with control units along the production line. In the body shop the floor pan, wheel arches, side panels and roof are together by robots to make the of the car. The add-on parts – the doors, boot lid and bonnet – are then mounted to make the body-in-white. The finished body then goes into the paint shop where the data carrier determines the colour. In final , the parts (for example the front and bumpers, headlights, windscreen and other windows) are fitted. After control and a final check, the finished car can be released. It is now ready for delivery to its new owner.

Activity 4. Complete these sentences with the passive form of the verb in brackets:

This model *is produced* (produce) in the new factory in Poland.

German cars (sell) all over the world.

Their new car (probably make) in Korea a few years ago.

The orders (can place) by fax or online.

The cars (assemble) by robots since the previous century.

Spare parts (can buy) from your local dealer.

The interiors (design) by a computer for quite some time.

Tyres (should replace) before they wear down completely.

The sales of car (plummet) in the last few months.

Activity 5. Read the story and answer the questions below:

Over the last ten years people have got used to the sight of very small cars parked in tiny parking spaces. Smart is one of the world's youngest car makes and yet the *smart for two* is such a distinctive car that it has



already been included as an exhibit in the Museum of Modern Art in New York – one of only six cars to attain this distinction. In April 1994, the Micro Compact Car AG was founded in Switzerland as a joint venture between Mercedes-Benz and Swatch. Nicolas Hayek, the inventor of the Swatch watch, brought his idea for an ultra-short small car, and Mercedes-Benz contributed expertise and experiences from more than a hundred years of building cars. Engineers devised a car which is not only extremely mobile and efficient, but also very economical. Its other key feature is safety, with its unique tridion cell. After starting development in 1994, the *smart for two* celebrated premiere at the Frankfurt Motor Show in 1997. Production in Humpback, France, started in July 1998, and in October sales took off in other European countries. In 1998, smart became a 100% subsidiary of what was then Daimler-Benz AG. There is no doubt that the *smart for two* is a leader in urban mobility. All smart vehicles embody the same brand values and have the same ‘DNA’: innovation, functionality and ‘joie de vivre’. They appeal to people who are sporty, independent and young at heart, people who love clever solutions and are open to new ideas. What are the advantages and disadvantages of the *smart for two*? *Advantages are: it’s easy to park, it’s mobile and efficient, economical and safe; disadvantages are: it’s expensive, it’s sometimes too small.*

Where was it exhibited?

Who first got the idea for such a car? Who was he?

When did the car have its first premiere at the motor show?

Who were the owners at the beginning?

Why is it the leader in the urban mobility?

Who are the main customers?

Activity 6. What do you do when:

- visibility is poor because of fog? *Turn on the lights.*
- your seat is too low?
- you think you need oil?
- you want to get out of the car?
- it’s getting dark?
- it’s warm and sunny?
- you think your tyre pressure is low?
- your passenger has no leg room in the back?

Activity 7. Look at this extract from a tour of a car factory. Complete the text with the missing words: *clutch, combustion, power, crankshaft, explosion, cylinders, distribution, fuel, piston, spark plug, rotational.*

“Now we come to the engine. The principle of the internal *combustion* engine has not changed in the last 100 years. The engine takes in and air which is compressed in a combustion chamber. Then this mixture is ignited by a to produce an, which moves the in the cylinder. The up and down motion of the piston in the cylinder is converted into rotation motion by the The force generated by the engine is known as torque. The size of the engine determines the The more there are, the more powerful the engine. This power is transmitted through the, the gearbox, the propeller shaft and the axles to the wheels. The position of the engine can vary, but generally speaking it is mounted at the front. In some sport cars, the engine is mounted at the rear or in the middle because of weight So, that’s enough about the engine for the moment, let’s move on to the next stage.”

Activity 8. Match the words with the right description: *accelerator, chain, gear, bonnet, handlebars, reverse, brakes:*

Go into this if you want to go backward. *reverse*

Put your foot on this to make the car go faster.

Change this in a car to change speed.

Hold these when you ride a bicycle.

This might be on your bicycle or around your neck.

Put these on if you want to stop.

Your car engine is usually under it.

8.3. RELATIVE PRONOUNS AND CLAUSES

➤ Relative clauses are divided into defining (provide necessary information without which the sentence is incomplete: I know a man who has 10 children. This is the vase which/that I was given for my birthday.) and non-defining relative clauses (they give additional information: Marilyn Monroe, who died very young, is still an icon. Their advertisement, which I saw yesterday, is very impressive. My mother, who will be 80 years old next year, asked me to find her a



painter to decorate her house. Jack Jones, whose phone number I can't find, is our loyal customer.).

Activity 1. Fill in the missing relative pronouns (who, whose, what, which, where):

A quality controller is a person *who* checks the production systems.

Does anyone really know responsibility this is?

I don't know happened! Suddenly the fire started!

Do you know the name of the woman is organising the conference?

This is the company offers the most favourable prices for these items.

I don't know company to contact first. They all seem to have a wide range of products on offer.

The computers you ordered last week have just arrived.

Yesterday I was talking to someone brother went to school with you.

The specialists repaired our broken machinery were very efficient.

Activity 2. Read the specifications for this car and then complete the relative clauses below:

Tight, light body. Great handling. Excellent brakes. Five-star safety. Six-cylinder refinement and performance. Six-speed automatic works well in any shift mode. More interior space. Low cabin-noise levels. 320i struggles to convince at \$50,000-plus. Unforgiving, low-speed ride. Some front-end suspension/tyre noise. Back end can get twitchy on rough roads. Inconsistent steering, with less feedback than before. Tight rear-seat access, and tall adults sit knees up. All seats lack support. Run-flats are expensive (around \$2000 a set) and might be difficult to get.

This is a car *that has a tight and light* body.

Another good feature is

It has a six-speed automatic

The great cabin is outside noise-levels.

A disadvantage is

It has a back end

Run-flats are the part

8.4. ONE WORD – TWO (OR MORE) MEANINGS

➤ In English there are many words that have more than one meaning – these are the so called homonyms. To name just a few: *live, bank, swallow, free, fair, party, see, operation, model, mark, can, wind, house, lead, hard, minute, refuse, wound, read, row ...* (sometimes the pronunciation is the same but very often it is different).

Activity 1. Fill in the missing words in these pairs of sentences:

I enclose a *free* sample of our latest magazine.

I'm terribly sorry but Ms Cartwright won't be *free* until 4 p.m.

I just need a of your time.

Dust is so that we can't see it with a naked eye.

Unfortunately we have to your offer. It's just not competitive enough.

After the rave party there was a lot of in the streets.

BMW now have a huge in the USA.

He has serious problems with his heart. He's been scheduled for an next week.

The concert was going on on all major broadcasting companies.

Where do you suppose to when you move abroad?

The singer in that group is gorgeous.

We all know that pipes are dangerous and should be replaced.

She had a sore throat so she couldn't the food.

One early doesn't bring the spring.

I usually got good in school, except in languages.

He was a clumsy eater, so he had several on his white shirt.

She usually sits in the front in the classroom.

If you live near a river, it's useful to learn how to a boat.

9. ON THE PHONE

➤ *Not just in your private life but also in your professional one you will be using the phone a lot: I'm sure you believe you can communicate over the phone but can you really?*

➤ *Formal communication in business situations is very much different from private ones and although private phone conversations differ from one nationality to another, there seem to be one common style of business phone calls.*

Preparing for the Business Call

Step 1

Remember that a business telephone call is comprised of three components: the beginning introduction, the middle bulk of the call, and the end summing up.

Step 2

Say everything that you need to in order to explain your reason for calling. State when you will return the call or request that the other person call you back. If you have to leave a message, be concise.

Step 3

Let the other person know at the beginning of the call if you plan to use a speaker phone or record any part of the conversation.

Although e-mail and instant messaging are quickly becoming standard forms of office communication, the telephone still plays an important role in business. Just like a face-to-face meeting, telephone conversations are expected to and should follow certain rules of etiquette to help make the experience pleasant and productive for all those involved.

When making a business call, be sure to first identify yourself and your company. If you're routed to a receptionist or operator, also include the name of the person you're trying to reach. A simple, "Hello, this is Ann Smith from General Motors. May I please speak with Jake Pitt?" will do. Be prepared with a one or two sentence explanation of the purpose for your call. When you are connected with the person, state the purpose of your call and then be sure to ask if you are calling at a convenient time. If you get the receptionist and he or she asks why you are calling, give a concise but informative statement that can be easily relayed. Do not, however, assume that your message will be communicated; when you speak directly with the person you are trying to call, repeat your message in your own words. Don't be insulted if you're asked to leave a message or call back later.

If you must put someone on hold, ask first and – most importantly – wait for their answer. Remember to keep the person on hold updated on the status of his or her call every 30 seconds. A simple "She's on another call" or "His meeting is running a little late" is sufficient. It's OK to hang up after three minutes on hold. Call back and ask to leave a message instead.



➤ **Look at this example of a telephone conversation:**

A: Good morning. Lights and lamps. Can I help you?

B: Good morning. I would like to speak to Mr. Green, please.

A: One moment, I'll put you through.

C: Sales Department, Green speaking. How can I help you?

B: Good morning. This is Jeff Plant.

C: Oh, good morning Jeff. How are you?

B: Fine, thank you for asking. Busy as always.

C: So, what can I do for you?

B: I'm calling about your last delivery. There seems to be a bad batch as some of the spot lights that we ordered do not work properly.

C: I'm really sorry to hear that. Can you give me some details?

B: Well, they seem to be weak or they keep breaking down all the time.

C: So, what do you suggest we do?

B: I think it would be best if we sent you the whole shipment back and you in return send us a new one. How does that sound?

C: Good. As soon as we receive this shipment back, we'll check them once again and if

you're right, we'll send a new batch as soon as possible. Is that all right with you?

B: Well, we'd really need these spot lights for the venue we're organising this Friday. So your suggestion is not really acceptable.

C: What about sending you a specialist who could inspect them on the spot? He might figure out what's wrong and repair them.

B: That sounds better. When can it be done?

C: I'll send someone over to you right away.

B: Great. But what if he can't fix them?

C: Let's wait and see. If he can't do it, he'll give me a call and we'll try to find the best solution for you then.

B: Right. I hope everything works out well.

C: I'm sure it will.

B: OK, thanks for your time.

C: No problem. I'll talk to you later. Bye.

B: Bye.

Activity 1. Write down a telephone conversation, follow these clues:

you call your business partner, Robert Scoffed, from Motors and Machines, but he's not there, you just want to leave a message for him to call you back as soon as possible as one of the machines you bought from them is making a strange, vibrating noise.

Activity 2. Telephone role-play:

➤ You need to telephone your partner at his/her office at Smith and Jones Machinery Limited. You planned to have a lunch meeting but now you can't make it because of an emergency at your workplace. Telephone your partner and tell him/her about this. Try to set a new date.

➤ You need to travel from Leeds to Aberdeen tomorrow on an urgent business. Your company has a travel agent who can help you organise a flight. Call him/her to arrange the details: you need to be in Aberdeen by 10 o'clock and travel back to Leeds the next day, in the afternoon.

➤ You work for CDD Engineering. You need to ask United Express Delivery service to collect a package from your company. Call them to arrange it, have your office address and details about the package ready to give them. Enquire about the price.

➤ You want to stay at the Royal Palace Hotel in London during your business trip – you are attending a three-day conference, from 15th to 18th June: call them and book a single room with the view of the river.

➤ Call Mr. Flawless, whom you met at the trade fair in Bonn last month. He was interested in your products. Remind him where you met. Ask him if he was still interested in your products. Arrange a lunch meeting. Ask him to suggest a good restaurant. Promise to reserve a table there.

9.1. REPORTED SPEECH

➤ We very often have to report what other people have told or asked us or ordered us to do and we can't do it by using the direct speech, so we have to use the reported speech. There are some rules to follow, such as the rule of one tense back (present forms become past, present and past change into past perfect, will into would, can into could and may into might). We also have to be careful about the word order, especially in questions (He said, 'I live in Slovenia.' – He told me he



lived in Slovenia.; She explained, ‘These products will be available next year.’ – She explained that those products would be available the following year.; He wanted to know, ‘When did you start working here?’ – He wanted to know when I had started working there.; She asked, ‘Do they know anything about this?’ – She asked if they knew anything about that.; He said, ‘Please do this today.’ – He asked me to do that that day.)

Activity 1. Read these sentences that a candidate said at an interview. Put them into Reported Speech:

Miss Bridgewater said, ‘I’m very interested in working for you.’

She said *that she was very interested in working for us.*

Miss Bridgewater explained, ‘I’ve been working in the city for three years.’

She explained

She said, ‘I like what I do, but I want more responsibility.’

She also said

She told me, ‘I have a degree in Mechanical Engineering.’

She told me

She made it clear, ‘I can’t leave my present position for another month.’

She made it clear

Activity 2. You were a speaker at the conference on new machinery that took place last month in Munich, Germany. You were asked the following questions:

When will the new product be ready?

How much are you going to spend on promotion?

Will you offer any discounts to your distributors?

Why has it taken so long to develop?

Who will the target consumers be?

Did you have any problems developing this machine?

Who is the contact person?

Now report the above questions to your superior:

They asked me *when the new product would be ready.*

They asked me

They asked me

They asked me



They asked me

They asked me

They asked me

Activity 3. Change these sentences from direct into Reported Speech:

‘Where have you been so long?’

He asked me *where I had been*.

‘I’m writing my CV.’

He told me

‘I’ll phone you at seven o’clock tonight.’

She promised

‘He’s never made such a stupid mistake before.’

Rebecca said

‘Don’t overtake here.’

The sign warned us

‘Can I get your latest catalogue?’

Their potential client asked

My superior said, ‘Don’t work too much or you’ll get ill.’

My superior advised me

10. THE ENVIRONMENT AND ECOLOGY

➤ *The rapid development of environmental science requires interdisciplinary research programmes encompassing ecology in the primary sense of this word, including environmental protection and physiological processes.*

➤ *Metal recycling is the process of reusing old metal material, mainly aluminium and steel, to make new products. Recycling old metal products uses 95% less energy than manufacturing it from new materials. Aluminium is an ore, which is a mineral, and it usually exists by combining with oxygen. To make an aluminium product an electrical current is run through the metal and separates the oxygen from the aluminium. The aluminium is then melted and shaped into various products.*

➤ *Steel is created in a chemical reaction process located in a hot blast furnace. During this process the iron ore is freed from the oxygen and is then used to make steel. Both of these metal recycling processes consume millions of tons of energy. If we recycle metal products we only*



have to use 4% of this total energy, which can save our natural resources and reduce our greenhouse gas emissions. Sustainable development is a pattern of resource use that aims to meet human needs while preserving the environment so that these needs can be met not only in the present, but also for future generations.

Activity 1. Have a look at the text below, read it, write down the words you might not understand, try to work out their meaning in groups and then do the exercise below:

Looking for Green Shoots

Perhaps you have not noticed yet, but there has not been much talk lately of energy efficiency, climate change and environmental sustainability. As the economic crisis takes hold, these issues have receded into the background. The greening of products and services can still be a fairly expensive process; when focusing on cost-cutting, however, it is easy to lose sight of the fact that green can be cheaper in the long run. Cars are a favourite pastime of most people. However, not so long ago few bothered to consider how much greenhouse and other gases their autos emit into the atmosphere. This might soon change. Not only are governments implementing increasingly tougher standards on car emissions, the taxes on more-polluting vehicles might soon be considerably higher than on environmentally-friendly ones. True, implementation of tougher emission standards is expensive for car makers. French car producer Renault, is the only factory in Europe making Renault's Clio II and Twingo models, renowned for their fuel-efficiency and low emissions. With heavier, more powerful vehicles becoming more expensive as a result of higher taxes and the costs of implementing tighter standards, the demand for cleaner, lighter cars is set to grow.

Alternative driving

Those car producers that do not have a strong foothold in the small cars market are, of course, fighting back. Hybrid vehicles, running on conventional fuels as well as electricity, are all the rage. Biofuels such as biodiesel and ethanol are being introduced as car fuels. This opens up numerous business opportunities for world companies, and not just those from the automotive sector.



Eco-certified

Experts emphasize, however, that the most efficient and the quickest way towards reducing Slovenia's carbon footprint is energy efficiency. Making renewable energy work is expensive; the investment needed to set up wind farms and solar farms is often prohibitive, especially when the prices of conventional sources of energy like oil and coal are low. However, major energy savings can be realized by making household appliances more energy efficient. The burden on the environment can be reduced by making production processes more sustainable.

Tougher times

Looking ahead into the future, investment in clean technologies and processes will be even more of a competitive advantage for companies. The European Union's emission trading scheme in which companies buy the permits to emit CO₂ into the atmosphere was not a success in the first years of its existence. The permits were given away at no charge and there were obviously too many of them on the market as their prices were dropping constantly. The European Commission has therefore decided to clean up its act and to reduce the number of permits available. This makes the emissions more expensive; companies that emit less pay less. This is an important advantage in a time of crisis when firms increasingly compete on price.

Activity 1. Words that are new to me are:

Activity 2. Answer the following questions:

Why haven't the ecological issues been discussed lately? *Because of recession and*

economical problems associated with it.

Are we, as a nation, aware of the damage that our cars cause to the environment? Are we 'car crazy'?

What are some alternative fuels for future cars?

How can we save energy?

What has Gorenje been doing?

What do you have to do if you pollute the environment with CO₂?

Activity 3. Read this advertisement about a device that provides sustainable energy and complete it with the missing expressions, choose between: farm, gallons, seeds, cooking, \$400, expensive, biodiesel, warehouse

Manual Oil Press -super discount sale! Only \$400 Squeeze oil out of and nuts – even make your own Processes up to 120 pounds per day – up to 4 of oil. Handy around the or homestead, a life-changing innovation in developing countries where cooking oil is not available or extremely We can ship now for a limited time at this fraction of our normal price because we're moving out of a

10.1. GRAPHS

➤ Graphs and charts can be used to illustrate many different data and are not limited to simple types only, such as line, bar or chart graphs. All of them, tables and graphs, plans or diagrams, are used to organise data more methodologically, are a visual presentation of two or more variables, each objective and initiative has a corresponding graph and report. Graphs provide a visual representation of the actual values recorded.

➤ *Perform a class survey: how many students come to school by car, how many of them recycle, how many want to have more free time, how are they satisfied with the school facilities ... and show the results in the form of a chart or graph.*

Activity 1. Draw the graphs that describe the information in the sentences below:

Oil prices skyrocketed last year.

The euro-dollar exchange fluctuates slightly all the time.

Exports to the countries of the former Soviet Union have stagnated over the past few years.

All stock-exchange indexes dived dramatically again yesterday.

People want to save money so demand for low-fair flights has increased dramatically over the past three years.

Their share prices rose slightly in the morning, fell several times during the day and again rose in the evening.

Their profits went down all through the year and bottomed down in November.



10.2 CONDITIONALS

We use conditionals all the time as we want to express something what is always true, what will probably happen in the future, what is very unlikely to happen in the present and also when we wish we could change the past. According to this we divide them into zero degree conditionals (Whenever I have time, I go out with my friends. The raw egg breaks if you drop it.), first degree conditionals – real possibilities (If the weather is fine tomorrow, I'll go for a walk. We'll be late unless you hurry. She'll pass the exam when she studies more. As soon as he knows something, he'll let me know.), second degree conditionals – unreal possibilities in the present or future (If I had money, I would buy a new car. She would be afraid if she got lost. She could travel on business if her knowledge of languages was better.), and third degree conditionals – unreal or imaginary situations in the past (If they had known about their problems, they would have helped them. That wouldn't have happened if someone had warned us. Someone could have been hurt if we hadn't been careful enough.).

Activity 1. Complete the following conditionals:

If she has some free time this weekend, *she will go to the mountains.*

My friend would travel to Australia if

They would have sold their shares if

As soon as they have the right figures,

If there was an interesting job opening,

He'd be extremely upset

Would you mind

When they return from the holidays,

If their product wasn't so expensive,

If you mix these flammable components,

If he worked harder,

If they had tested the prototype once again,

They have meetings when

If I could live somewhere else,

If I had applied for that job abroad,

We would have bought that new machine if

Activity 2. Match the parts of the sentences to make correct conditionals:

1. If Jack enters the competition	A) it wouldn't have been stolen.
2. She will not go to work	B) if he hadn't been late.
3. If he had taken the map	C) you will manage to do everything in time.
4. If he had locked his new car	D) if she doesn't feel better.
5. I would buy that beautiful painting	E) he'll definitely win and get the first prize.
6. He wouldn't have missed the meeting	F) if I had more money.
7. If you post the invitations today	G) if you finished your report.
8. We could start the meeting	H) they will arrive tomorrow.
9. If you start now	I) he wouldn't have got lost.

1. E 2. ____ 3. ____ 4. ____ 5. ____ 6. ____ 7. ____ 8. ____ 9. ____

Activity 3. Rewrite the following sentences in the form of conditionals:

She isn't at the annual meeting because she wasn't informed about it.

If *she was informed about the annual conference*, she would be there.

If he doesn't pay the fine, he may go to prison.

Unless

I didn't apply for that job as I don't want to work there.

If

You can take photos here if you don't use the flash.

Unless

I don't know her very well, so I didn't talk to her.

If

It rained heavily so we didn't see much of the city.

If

I learnt about this programme because you helped me.

If

You feel so tired because you work too much.

If

She's too nervous. Her presentations are usually boring.

If



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